DOCUMENT RESUME

ED 163 234 08 CE 018 906

AUTHOR	McClurg, Ronald B.
TITLE	Common Intra-Cluster Competencies Needed in Selected Occupational Clusters. Final Report. Supplemental Volume VII: Licensed Practical Nurse.
INSTITUTION	Des Moines Area Community Coll., Ankeny, Iowa.
SPONS AGENCY	Bureau of Occupational and Adult Education (DHEW/OE), Washington, D.C.
BUREAU NO	409AH60116
PUB DATE	May 78
GRANT	G007603320
NOTE	57p.; Not available in hard copy due to reproducibility problems. For related documents see CE 018 899-916
EDRS PRICE	MF-$0.83 Plus Postage. HC Not Available from EDRS.
DESCRIPTORS	Cluster Grouping; *Data Analysis; *Health Occupations; *Job Analysis; *Job Skills; Occupational Clusters; *Practical Nurses; *Task Analysis

ABSTRACT

An analysis of survey responses from a sample of licensed practical nurses on competency characteristics for their occupation is presented in this document. (Licensed practical nurse is one of seventeen occupation groups included in this research.) The competencies are reported in five categories: (1) those competencies selected by the respondents from a list of 720 health occupations competencies; (2) the percentage rate which respondents reported practicing the competency item; (3) type of competency (indicated as the performance of a physical skill or action, or an understanding or mental comprehension); (4) use frequency (daily, weekly, monthly); and (5) training needed to achieve proficiency in that competency (formal instruction, demonstration, on-the-job). (The final report of the survey is available as CE 018 899. Survey results for the other occupational groups are also available--see CE 018 900-916.) (JH)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED163234

Final Report

Project No. 498 AH 60116

Grant No. G007 603 320

Ronald B. McClurg, Ph.D.

Des Moines Area Community College

2006 Ankeny Boulevard

Ankeny, Iowa 50021

Common Intra-Cluster Competencies Needed in Selected Occupational Clusters

Supplemental Volume VII: Licensed Practical Nurse

May, 1978

U.S. DEPARTMENT OF

HEALTH, EDUCATION, AND WELFARE

Office of Education

Bureau of

Occupational and Adult Education

CE 018 906

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

Forward

This volume contains detailed competency characteristics collected in the vocational education research project entitled "Common Intracluster Competencies Needed in Selected Occupational Clusters - Health Occupations".

The information herein summarizes the responses of one of the seventeen occupational groups included in the research. The study included 720 individual competency items, both skills and understandings, which were presented to a sample of health occupation employees in Iowa and/or the central states area.

The data included in this volume summarizes the responses by those surveyed in the occupation listed on the cover.

Description of the Data

Essentially five competency characteristics are presented on the pages that follow. The total number of respondents to the survey is indicated following the table heading in the format N=__. Those characteristics include:

1. Competencies reported by respondents -

   The first column is a list of the competencies reported by respondents. Each competency carries the item number from the comprehensive listing utilized in the research process and as presented in the main report. Competencies not reported by respondents were not included to preserve space.

2. Practice rate -

The second column presents the percentage rate which respondents reported practicing the competency item. Practice rates of fifteen percent or less are indicated by an asterisk (*) and lack additional characteristic percentage computations because of their small cell size.

The remaining three competency characteristics represent responses of those who indicated that they practiced the competency.

3. Type of competency -

Columns three and four indicate the percentage of the type of competency which respondents indicated characterized the nature of their activity. An "S" indicates the performance of a physical skill or physical action, while a "U" reflects that an understanding or mental comprehension only was needed for the competency. (See the Glossary in the main report for working definitions of skill and understanding).

4. Use frequency -

Distribution of the percentage of frequency which competencies were practiced, for those who reported possession of them, is presented in columns five, six, and seven. "D" in column five represents a competency exercised daily, "W" in column six represents a weekly frequency, while "M" in column seven reflects monthly or less frequent practice.

5. Training needed -

The final three columns summarize the percentage distribution of the nature of training which respondents felt was necessary to achieve proficiency in the competency. The "I" in column eight represents formal instruction, such as would be presented in an academic setting. A "D" (column nine) indicates that a demonstration of how to perform the competency is all that is needed to achieve proficiency, while "E" in column ten indicates that on-the-job exposure is adequate for developing the competency.

Rounded, whole-number percent figures were used in the preparation of this report, since the findings were considered to represent trends more than finite characteristics. Multiple column computations were forced to total 100 percent by the rounding process except for those items where equal numbers in each of three columns were reported. In those cases the total of 99 percent reflects all responses reported.

Using the Data

Possible uses and applications of the data are presented in the main body of the research report. The material presented in this supplementary volume will be of most value to those concerned solely with the occupational field which is treated herein.

Competency Characteristics Reported by LICENSED PRACTICAL NURSE (by percent) N=35

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
1.	Seek guidance to improve performance in patient care.	75	42	58	50	25	25	55	18	27
2.	Participate in/conduct demonstrations of procedures and equipment (in-service).	44	43	57	14	14	72	57	28	15
3.	Orient new personnel to unit facilities, routines, and other personnel.	88	71	29	15	15	70	15	27	58
4.	Advise health professionals on the technicalities and procedures involved in operating special equipment.	38	67	33	0	33	67	50	50	0
5.	Practice established routines and policies of the health care facility.	88	93	7	77	0	23	46	31	23
6.	Supervise subordinates within the health care facility.	44	43	57	42	29	29	43	0	57
7.	Give "on the job" instruction.	81	85	15	17	8	75	23	46	31
8.	Advise staff concerning medical jurisprudence.	25	25	75	0	25	75	50	0	50
9.	Develop criteria for the selection of records for review and retention.	31	40	60	0	40	60	0	80	20
10.	Establish work priorities and schedule work assignments.	56	56	44	33	33	33	22	11	67

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
11.	Identify operational deficiencies and recommend corrections.	75	50	50	9	18	73	50	50	0
12.	Evaluate subordinate employee performance.	25	75	25	25	0	75	50	0	50
13.	Develop job description.	31	40	60	20	0	80	20	20	60
14.	Consult with health professionals on purchasing/ constructing/using special appliances.	38	83	17	17	17	66	33	33	33
15.	Interview/evaluate/hire prospective personnel.	25	50	50	0	0	100	0	33	67
16.	Maintain standards of employees' personal hygiene as related to job performance.	38	67	33	66	17	17	33	17	50
17.	Insure that all subordinates are on duty.	31	20	80	33	0	67	0	25	75
18.	Attend and participate in staff meetings.	69	55	45	0	10	90	36	9	55
19.	Develop policies and establish departmental procedures.	25	50	50	0	0	100	50	50	0
20.	Inform personnel of new or changed policies and procedures.	50	62	38	12	25	63	14	29	57
21.	Provide liaison between doctor and other professional associates.	38	33	67	50	17	33	17	33	50
22.	Review and approve employee's payroll time and salary.	19	67	33	0	33	67	33	33	33

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
23.	Coordinate work schedules with other departments.	31	20	80	50	0	50	0	25	75
24.	Teach special procedures to department members/ students/health care professionals.	25	100	0	0	25	75	50	25	25
25.	Teach safety techniques as needed.	56	56	44	50	12	38	67	22	11
26.	Develop hospital disaster plan.	19	67	33	0	0	100	67	0	33
27.	Inform personnel of potential hazards in their working areas.	75	17	83	18	9	73	24	17	59
28.	Demonstrate tact in giving and withholding information concerning patient care/operations of the health care facility.	75	58	42	58	17	25	50	25	25
29.	Represent the department and facility at community meetings.	25	50	50	0	0	100	33	67	0
30.	Attend meetings and participate in community activities related to doctor's practice.	38	33	67	33	0	67	33	17	50
31.	Arrange meetings, conferences/travel accomodations.	19	33	67	0	0	100	0	100	0
32.	Assist in the orientation of volunteers, students, and new staff.	56	78	22	0	11	89	33	22	55
33.	Recommend materials to be used in training volunteers.	31	20	80	0	20	80	25	25	50

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
34.	Train volunteers in specific techniques.	25	75	25	0	25	75	75	0	25
35.	Participate in public relation activities as directed.	44	22	78	0	29	71	0	33	67
36.	Conduct tours of facilities.	31	60	40	14	0	86	0	40	60
37.	Obtain and deliver supplies for patient's entertainment or recreation.	31	40	60	0	67	33	0	50	50
38.	Inventory, sign for, and place patient's personal possessions in safe place.	56	78	22	22	22	56	0	67	33
39.	Assist patient with personal hygiene and grooming.	69	91	9	80	0	20	68	16	16
40.	Assist patient in and out of bed.	69	82	18	75	17	8	66	17	17
41.	Assist patient in walking.	69	91	9	73	9	18	60	40	0
42.	Transport patient on stretcher/wheelchair.	69	100	0	73	9	18	46	27	27
43.	Prepare food so patient may feed self or feed the patient.	50	88	12	57	29	14	50	25	25
44.	Assist patient in use of commode, urinal or bedpan.	75	100	0	75	17	8	42	33	25
45.	Explain discharge diet instructions to patients on order from physician.	50	38	62	14	43	43	75	12	13

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
46.	Assist in resolving patient complaints.	81	69	31	84	8	8	62	0	38
47.	Obtain signature on various patient/family consent forms.	75	75	25	55	18	27	8	50	42
48.	Teach patient/family, preventative general health care.	81	77	23	38	31	31	77	8	15
49.	Prepare patient to see clergy/receive sacraments.	38	67	33	20	20	60	17	33	50
50.	Assist patient in active/passive exercise.	69	82	18	55	27	18	82	0	18
51.	Obtain information from patient/family.	81	69	31	69	8	23	42	25	33
52.	Orient patient/family to health care facility.	75	75	25	58	8	34	8	50	42
53.	Receive patient, explain tests and procedures to them and ally their fears.	75	83	17	82	9	9	58	17	25
54.	Attend to patient's comfort before, during, and after examination/tests/treatment.	63	80	20	70	10	20	60	10	30
55.	Aid patient in completing insurance forms.	38	83	17	33	17	50	33	33	33
56.	Explain post-operative instructions to patient.	63	67	33	60	10	30	70	0	30
57.	Explain fees to patient.	44	57	43	43	14	43	0	71	29
58.	Assist patient in planning for health care facility.	63	90	10	40	20	40	67	22	11

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
59.	Administer manual massage.	31	100	0	80	0	20	80	20	0
60.	Explain therapy procedures in lay terms.	81	62	38	54	15	31	46	15	39
61.	Explain follow-up services to patient.	69	55	45	40	20	40	18	27	55
62.	Help patient develop positive attitudes toward their illness/confinement.	75	50	50	58	17	25	50	8	42
63.	Assist in establishing a comfortable relationship between the patient and the health care professional.	69	55	45	80	0	20	45	36	19
64.	Observe negative/positive physical and emotional responses to treatments, medications, nursing care, etc.	69	55	45	91	9	0	64	0	36
65.	Interpret patient's signs, symptoms, behavior, etc.	63	70	30	100	0	0	80	0	20
66.	Identify strengths/weakness of care plan.	69	45	55	73	18	9	0	64	36
67.	Observe patient's general physical condition, appearance, and behavior.	75	58	42	100	0	0	82	0	18
68.	Observe, measure, and record patient fluid intake/output.	56	89	11	89	11	0	33	44	23
70.	Account for isotopes licensing/procurement.	*								

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
71.	Follow established admitting procedures.	63	80	20	58	33	9	10	70	20
72.	Maintain a use record on special equipment.	25	50	50	0	0	100	25	0	75
73.	Conduct routine financial matters of employer (collect fees, make deposits, send statements, etc.).	38	67	33	40	0	60	40	40	20
74.	Maintain appointment control.	*								
75.	Complete insurance forms.	38	83	17	40	20	40	17	50	33
77.	Schedule patient treatment sessions.	38	83	17	50	17	33	17	66	17
78.	Maintain record of all requests for patient information.	*								
79.	Obtain charts of patients for whom information is requested.	56	78	22	11	22	67	10	40	50
80.	Prepare patient record folder (chart).	69	100	0	55	9	46	27	27	46
81.	Transfer patient food order to patient records.	25	100	0	0	33	67	25	25	50
82.	Sort/file/organize documents, certificates, patient records, etc.	44	100	0	67	0	33	29	29	42
84.	Coordinate medical library function.	*								
85.	Maintain and prepare productivity reports.	*								

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
86.	Maintain surgeons'/physicians'/disease and operation indexes.	19	33	67	33	0	67	67	0	33
87.	Prepare daily census.	25	25	75	50	0	50	0	100	0
88.	Obtain physician's record of medical information and signature on certificate.	*								
89.	Process mail and correspondence (both incoming and outgoing).	19	67	33	100	0	0	50	50	0
91.	Prepare requests for vacation/sick leave.	19	33	67	0	0	100	33	33	33
92.	Prepare requisitions.	31	80	20	60	20	20	40	20	40
93.	Handle telephone calls.	88	50	50	77	15	8	7	43	50
94.	Disseminate insurance information requests to other departments for completion.	*								
95.	Prepare correspondence/report/summary (not forms).	19	67	33	67	0	33	33	33	33
96.	Direct storage/issue/safeguarding of security items.	*								
98.	Maintain a patient recall system.	*								
99.	Record patient's medical/dental history.	31	60	40	75	25	0	20	40	40
100.	Communicate menu changes.	63	50	50	60	10	30	10	20	70

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
101.	Record nursing care.	69	82	18	100	0	0	80	20	0
102.	Check/maintain charting of treatments and medications, procedures, orders, observations.	75	67	33	91	9	0	67	0	33
104.	Gather data to complete reports for government agencies.	*								
105.	Receive and organize handling of medication samples.	38	67	33	80	20	0	50	33	17
106.	Prepare and replenish supplies in physician's kit.	*								
107.	Operate office business machines.	31	100	0	40	40	20	20	60	20
108.	Initiate and maintain a medical record file for patients.	25	75	25	100	0	0	0	50	50
109.	Follow up on house calls and hospital visits for information needed for office medical record folders.	*								
111.	Maintain catalogs of supplies and equipment.	*								
112.	Prepare statistical reports in regard to patient visits and procedures.	*								
113.	Maintain a fee schedule for services.	*								

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency N	Training Needed I	Training Needed D	Training Needed E
114.	Record information on blood record card.	*								
115.	Follow established procedures in filing incident reports.	56	44	56	11	11	78	0	67	33
118.	Receive and record physician's verbal orders.	56	56	44	56	0	44	45	22	33
119.	Transcribe physician's orders.	50	62	38	62	12	26	38	62	0
120.	Follow established procedures for processing authorization/accident report forms (autopsy, surgery, diagnostic tests, discharge forms).	44	43	57	42	29	29	29	29	42
121.	Apply restraints.	56	100	0	40	10	50	12	63	25
122.	Adjust side rails and height of bed.	63	90	10	90	10	0	20	40	40
123.	Open sterile packages and packs.	81	92	8	50	33	17	46	38	16
124.	Make patient's bed occupied/unoccupied.	63	100	0	90	0	10	20	60	20
125.	Use overbed cradles.	44	86	14	17	0	83	17	50	33
126.	Give general skin care to patients.	63	100	0	80	20	0	30	50	20
127.	Use footboards.	44	100	0	14	0	86	25	50	25
128.	Turn and place patient in correct body alignment.	69	91	9	78	22	0	55	18	27

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
129.	Use sheepskins, lambswool pads.	56	78	22	33	22	45	45	33	22
130.	Receive patient census and menu tally and prepare diet orders.	19	100	0	100	0	0	0	67	33
131.	Use trochanter rolls, sandbags.	50	100	0	12	13	75	63	25	12
132.	Teach patient, family, staff the relation of rehabilitation activities to daily living.	56	56	44	56	11	33	78	11	11
133.	Use air rings, doughnuts.	50	75	25	25	13	62	38	38	24
134.	Alternate pressure mattresses.	69	82	18	36	28	36	18	45	37
135.	Prepare and give between-meal nourishment of liquids.	19	100	0	33	33	33	33	67	0
136.	Prepare and give solid foods.	44	100	0	67	0	33	0	29	71
137.	Irrigate rectum (enema).	50	100	0	12	25	63	75	25	0
138.	Empty drainage bottles and bags.	63	100	0	64	9	27	18	45	37
139.	Assist with/apply T, straight, scultetus breast, and triangular (sling) binders.	44	100	0	14	14	72	43	57	0
140.	Assist with/apply ace bandages and elastic stockings.	69	90	10	40	20	40	30	50	20
141.	Test urine for sugar and acetone.	56	100	0	50	20	30	60	30	10

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
144.	Prepare oral dose using measure for manufacturers bottle by mixing and diluting.	38	100	0	50	0	50	66	17	17
145.	Prepare injections using measured/sterilized dose.	50	100	0	75	13	12	88	12	0
147.	Make simple dose calculations for in vitro/vivo examinations.	*								
148.	Accumulate and process data for doctor's interpretation.	*								
151.	Evaluate adequacy of work space.	19	0	100	33	0	67	0	33	67
153.	Receive specimen from patient, record pertinent data on container, and place in proper storage.	56	89	11	56	11	33	33	67	0
155.	Improvise or modify equipment for special requirements.	38	83	17	17	17	66	0	33	67
156.	Assemble late or hold food trays.	25	100	0	25	50	25	0	25	75
160.	Perform preliminary interpretations of observations for doctor.	38	83	17	33	0	67	33	17	50
163.	Know and apply basic first aid techniques including artificial respiration and cardiac resuscitation.	63	100	0	37	0	63	70	20	10
165.	Know the function of and be able to apply this knowledge to the use of special beds and frames.	50	75	25	12	25	63	63	37	0
166.	Set up/assist with surgical procedures.	*								

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
167.	Recognize the need to redo a cast.	50	67	13	0	0	100	50	37	13
168.	Set up and adjust traction equipment for use by patient.	56	78	22	33	11	56	33	33	33
169.	Check limb braces for function, comfort and fit. Adjust them as necessary.	31	100	0	0	20	80	20	40	40
170.	Recognize the need for adjustment in traction devices.	50	50	50	37	13	50	75	12	13
171.	Set up and assist with the use of various fracture tables.	19	100	0	0	33	67	0	33	67
172.	Be knowledgeable of limb braces and be able to apply them.	44	71	29	14	0	86	71	15	14
173.	Apply simple casts and splints.	38	100	0	0	60	40	66	17	17
174.	Recognize signs of "plaster breakdown" in casts, and repair same.	31	80	20	20	0	80	80	0	20
175.	Be familiar with various orthopaedic operative procedures and the equipment these procedures require.	25	75	25	25	0	75	50	0	50
176.	Use a cast cutter and other related tools.	19	67	33	0	0	100	67	33	0
177.	Serve as a surgical technician for general surgical/orthopaedic cases.	*								

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
179.	Perform routine measurement of range of motion and muscle testing.	19	67	33	67	0	33	33	67	0
181.	Practice patient and operatory safety measures and radiation.	*								
182.	Administer intravenous fluids, blood, etc.	*								
200.	Prepare non-carpule hypodermic syringe for injection of medications.	*								
221.	Prepare statistical reports.	*								
222.	Take/transcribe minutes of meetings.	25	50	50	0	0	100	25	0	75
223.	Inform and advise administration as to trends and significant data.	*								
225.	Check records (charts) for deficiencies.	31	40	60	40	20	40	0	20	80
227.	Abstract information for record and list on discharge analysis form (manual processing).	*								
231.	Effect completion of records by other departments.	*								
232.	Notify physicians concerning incomplete records.	*								
236.	Maintain daily production record.	*								
279.	Operate audiovisual equipment, e.g., projector, recorder, etc.	*								

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
366.	Apply topical medications.	*								
377.	Identify abnormalities in soft tissues of the mouth.	*								
379.	Identify deviate swallowing patterns.	*								
380.	Make/approve menu changes.	25	50	50	75	25	0	75	0	25
384.	Prepare menu slips and tray cards.	*								
385.	Check menu with tray contents and correct where needed.	25	75	25	33	0	67	50	50	0
386.	Check meals for quality food service.	19	100	0	100	0	0	33	33	33
387.	Provide menu substitutions, second portions or special items for patient needs.	31	60	40	0	25	75	20	20	60
404.	Exercise precautions in administering and handling potentially dangerous agents.	25	50	50	25	0	75	100	0	0
405.	Make recovery anesthetic bed.	25	100	0	0	100	0	100	0	0
406.	Apply and remove braces.	25	75	25	25	25	50	50	50	0
407.	Administer nasogastric.	31	100	0	25	25	50	60	20	20
408.	Regulate intravenous fluids.	50	75	25	75	0	25	75	12	13

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
409.	Irrigate bladder/colostomy/wound.	63	90	10	22	11	67	70	20	10
410.	Instill solutions into bladder/wound.	56	78	22	14	43	43	78	11	11
411.	Connect catheters and tubing to drainage.	56	89	11	37	0	63	44	44	12
412.	Check and maintain drainage tubing with/without suction.	50	75	25	25	37	38	75	12	13
413.	Insert urinary catheters.	69	100	0	10	20	70	82	9	9
414.	Assist with/apply rib belts.	50	75	25	0	25	75	38	50	12
415.	Apply hot water bottle, hot and cold packs, hot and cold soaks, hot and cold compresses, cold ice bag.	56	100	0	62	0	38	44	44	12
416.	Administer sitz, tepid, and alcohol baths.	44	100	0	43	14	43	43	57	0
417.	Apply thermal blanket.	44	71	29	29	14	57	33	33	33
418.	Give oral medications.	56	71	29	78	22	0	78	0	22
419.	Do cultures (nose, throat, wound).	50	100	0	0	22	78	50	25	25
420.	Assist personnel in giving nursing care.	50	87	13	75	25	0	25	25	50
421.	Review schedule appointments with doctor.	25	50	50	25	25	50	25	25	50
424.	Centrifuge sample of the urine specimen.	*								

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
425.	Perform bio-chemical tests (e.g., glucose, protein, etc.) using paper strips or tablet.	56	100	0	25	13	62	20	50	30
427.	Examine urine specimens microscopically.	*								
429.	Obtain blood specimen from vein.	19	100	0	50	50	0	100	0	0
433.	Perform erythrocyte sedimentation rate (SED RATE).	*								
441.	Assist in obtaining smears.	38	100	0	20	60	20	50	50	0
442.	Assist in obtaining tissue specimens.	*								
444.	Handle and store sterilized material to prevent contamination.	19	100	0	33	0	67	33	33	33
445.	Assist physician during EKG test.	44	100	0	43	14	43	33	33	33
447.	Mount EKG graph on card.	*								
449.	Prepare a tray for routine/special procedures.	38	100	0	40	40	20	50	33	17
450.	Review and confirm doctor's orders to administer an injection.	63	60	40	80	0	20	70	10	20
451.	Administer heat, electrotherapy, light and ultrasonic treatment.	*								
452.	Describe the nature of patient's illness or injury.	75	58	42	92	0	8	67	8	25

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
453.	Assist physician in performing visual/hearing acuity tests.	*								
454.	Give tests for color blindness.	25	100	0	25	0	75	50	25	25
455.	Assist physician in performing scratch/patch test.	*								
456.	Assist physician in performing a cervical cauterization.	*								
457.	Assist physician in application of cast.	31	100	0	20	20	60	20	80	0
512.	Perform specific gravity tests.	*								
533.	Perform glucose tests.	*								
569.	Select activities for treatment plan based on client preferences.	19	33	67	33	0	67	33	33	33
571.	Use client behavioral modification techniques to achieve desired behaviors.	19	67	33	33	33	33	67	33	0
574.	Provide activity which develop motor skills (gross, fine, reflex, and perceptual).	19	100	0	0	67	33	100	0	0
578.	Provide activities which encourage conceptual development.	19	67	33	67	33	0	100	0	0
579.	Provide activities which develop self-expression/ interpersonal relationship.	25	50	50	50	0	50	50	25	25

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
580.	Provide activities to optimize strength, endurance, range of motion and coordination.	31	80	20	80	20	0	60	20	20
581.	Modify, adjust or fabricate body supports or controls as needed and as directed.	31	100	0	0	0	100	100	0	0
582.	Check for proper fit on splints, body supports, and controls by observing white/red pressure spots.	38	67	33	50	0	50	50	33	17
583.	Provide problem solving situations in use of prosthetic device.	19	67	33	0	0	100	33	0	67
584.	Assist in evaluation client's work habits/ tolerance level/work skills.	*								
585.	Recommend other therapies to client as needs arise.	44	29	71	0	40	60	14	0	86
586.	Review patient's clinical history.	50	50	50	62	25	13	62	13	25
590.	Administer radiopaque preparations.	*								
591.	Take X-rays (dental/abdominal/spinal/chest/etc.).	*								
592.	Take X-rays of ribs and sternum, extremities.	*								
598.	Assist with upper GI series, stereoscopic X-rays, ventricueograms.	*								
604.	Operate treatment (IPPB) respirators.	*								

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
605.	Operate assister/controller respirators.	*								
606.	Operate aerosol generators (steam vaporizer type, bubble type, jet type).	*								
607.	Operate humidifiers (vebulizer, centrifuge, ultrasonic).	19	67	33	33	0	67	50	25	25
608.	Administer oxygen by mask, tent, nasal devices, incubator.	56	78	22	45	22	33	45	33	22
609.	Operate CO_2 rebreathers.	19	100	0	33	0	67	67	0	33
610.	Perform artificial respiration.	31	80	0	0	20	80	80	0	20
611.	Give tracheotomy care.	50	100	0	0	0	100	63	0	37
614.	Use brochondilators as directed.	*								
621.	Mix and measure drug doses.	31	80	20	25	25	50	60	20	20
622.	Recognize expected reactions to treatment.	44	14	86	43	14	43	100	0	0
623.	Recognize complications of adverse reactions to treatments.	63	50	50	45	22	33	60	0	40
624.	Minimize hazards throughout the health care facility.	63	50	50	80	0	20	40	20	40

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
625.	Arrange equipment for convenient and safe use.	50	100	0	57	14	29	25	75	0
626.	Utilize procedures to prevent dissemination of bacteria when making beds.	56	78	22	78	11	11	45	45	10
627.	Accurately measure body temperature and read clinical thermometer for oral, rectal and axillary temperature.	69	100	0	80	0	20	73	9	18
628.	Operate and adjust examining tables.	38	100	0	33	0	67	0	83	17
629.	Instill solutions into eye, ear, nose.	63	100	0	50	25	25	40	40	20
630.	Prepare medications.	63	80	20	80	10	10	80	0	20
631.	Read cardiac monitors.	38	60	0	67	0	33	67	0	33
632.	Read fetal monitors.	*								
633.	Understands cause and prevention of decubitt.	69	18	82	45	10	45	36	55	9
634.	Knows routine for fire in patient area and demonstrates knowledge of procedures for securing the building and reassuring and aiding patients.	56	56	44	44	11	45	33	33	33
635.	Has an understanding of fire prevention and control.	81	8	92	67	0	33	42	50	8

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
636.	Implement home treatment plan by visiting patient at home.	*								
637.	Introduce patient to activities appropriate to his capabilities.	38	50	50	40	0	60	0	17	83
638.	Help patient make contacts with various agencies within the community.	38	67	33	0	50	50	0	50	50
639.	Guide patient in use of prosthetic devices.	44	57	43	17	17	66	57	14	29
640.	Help patient develop written and oral communication skills.	25	50	50	25	25	50	75	25	0
641.	Instruct patient about available self-help devices.	31	60	40	0	20	80	40	0	60
643.	Teach inhalation therapy procedures to patients.	*								
644.	Check patients with respiratory problems for open airways.	44	86	14	42	29	29	57	0	43
645.	Immediately report deviations of patient's vital signs from the normal.	63	50	50	60	30	10	60	10	30
646.	Follow procedures in care of isolated patients.	44	86	14	0	14	86	43	43	14
647.	Instruct patient with regard to collection of specimen (fecal, urine, eye, nose, throat).	69	73	27	64	18	18	64	9	27
648.	Prepare, instruct and assist patient during EKG test.	25	100	0	25	0	75	0	75	25

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
649.	Give instructions to patient regarding medication.	56	67	33	67	11	22	78	11	11
650.	Persuade and motivate patients to participate in therapy sessions.	38	33	67	17	0	83	33	33	33
651.	Direct patient to project completion by praise and encouragement.	56	33	67	63	12	25	63	12	25
652.	Teach patient to perform activity by instructing and demonstrating.	56	100	0	34	22	44	22	34	44
653.	Adapt teaching techniques to capabilities of patient.	38	50	50	83	0	17	33	33	33
656.	Cut and remove sutures postoperatively.	19	100	0	0	33	67	33	33	33
663.	Select appropriate home care technique for each patient.	19	67	33	100	0	0	67	33	0
664.	Evaluate dietary habits and instruct patient on proper nutrition.	44	29	71	14	29	57	100	0	0
665.	Remove fecal impactions.	56	89	11	13	13	74	44	33	23
667.	Suction patient's nose/throat passage.	50	88	12	14	14	72	50	25	25
668.	Administer medications/isotopes to patients by injection/orally.	38	67	33	100	0	0	100	0	0

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
669.	Perform superficial/specialized examination of patients.	25	100	0	50	0	50	75	25	0
670.	Abstract simple data from patient's chart.	44	71	29	86	0	14	57	14	29
671.	Position, gown/drape patient.	63	100	0	25	12	63	33	44	23
672.	Prep patient using correct procedures and solutions.	44	100	0	0	28	72	14	86	0
673.	Prepare patient for skeletal traction.	25	100	0	25	0	75	50	25	25
674.	Teach patients how to use crutches, walkers, etc.	44	86	14	0	29	72	29	57	14
675.	Teach patients exercise programs.	38	67	33	0	17	83	33	50	17
676.	Assist patients with vocational/family counseling.	38	67	33	33	17	50	50	0	50
677.	Assist with oral surgery procedures.	*								
679.	Assist with the administration of local anesthetics.	38	100	0	50	33	17	50	17	33
685.	Dispense medications when ordered by health professional.	63	90	10	67	11	22	70	0	30
688.	Deliver/remove/equipment/supplies from contaminated room.	19	100	0	33	0	67	67	33	0
689.	Dispose of contaminated materials and equipment.	63	90	10	88	0	22	30	30	40

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
690.	Change soiled linen and clothes.	56	100	0	67	11	22	11	56	33
691.	Clean patient unit furniture.	44	71	29	67	33	0	43	14	43
692.	Clean and maintain service area and equipment, within area of responsibility.	56	89	11	88	22	0	0	56	44
693.	Order/inventory and store equipment and supplies.	38	50	50	33	17	50	0	17	83
696.	Determine if equipment needs repair.	50	63	37	50	0	50	0	50	50
701.	Properly store traction equipment.	19	100	0	50	50	0	0	67	33
702.	Clean, sharpen and maintain instruments/equipment as required.	*								
705.	Establish and maintain chain of antisepsis.	38	100	0	50	0	50	50	33	17
706.	Prepare instruments for sterilization (chemical, autoclaving, dry heat).	19	100	0	33	33	33	67	33	0
707.	Sterilize instruments (chemical, autoclaving, dry heat).	44	71	29	29	5	56	57	29	14
708.	Inspect all areas and rooms for proper housekeeping, temperature, and adequate supplies.	50	88	22	100	0	0	22	38	50
712.	Store/dispose of used blood containers and pilot tubes.	*								

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
713.	Check invoices against purchase orders.	25	50	50	25	0	75	0	50	50
714.	Organize storage areas for equipment, supplies, drugs.	38	83	17	50	0	50	0	50	50
718.	Evaluate and select odor controlling aerosols.	*								
719.	Follow procedures for control and security of medical supplies, drugs, equipment.	50	88	22	86	14	0	50	25	25